

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

**Position Title:** SR. ADMINISTRATOR RISK MANAGEMENT  
**Position Grade:** 11  
**FLSA Status:** EXEMPT

**Date:** 01/01/2004  
**Job Code:** 11-21

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

The Risk Manager is solely responsible for all of the County's property/casualty insurance programs and policies, the self-insured liability program, and the Risk Management program/fund under Code 2-457, as well as all Risk Management Related issues.

### KEY RESPONSIBILITIES

1. Complete oversight of the procurement, renewal, etc, of all property/liability insurance, self-insurance excess policies. Maintain related property schedules.
2. Responsible for all claims (insured and self-insured) including investigation, settlement, payments and litigation.
3. Review all contracts, provide Risk Management insurance clauses, negotiate, waive, modify insurance risk assessments.
4. Review all requests to use County property and provide Risk Management requirements.
5. Calculate, allocate all insurance premiums, self-insurance contributions to all funds, cost centers, and pay premiums.
6. Respond to all Administration, BOCC, Constitutional Officers, Sheriff's Department, requests for risk assessments and recommendations including Solid Waste, Airports, etc.
7. \*Budget preparation for Risk Management Fund.
8. Select, train and evaluate the performance of assigned personnel.
9. \*Assure that all new vehicles, buildings, or equipment are included in the County's insurance coverage.
10. Review monthly agenda items for items that raises the risk to Monroe County.
11. Such other duties as may be necessary to limit the liability of Monroe County.

**\*Indicates an essential job function**

**Position Title:** RISK MANAGEMENT SENIOR ADMINISTRATOR **Position Grade:** 11  
**Job Code:** 11-21

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## KEY JOB REQUIREMENTS

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**Education:** Bachelor's Degree in Finance or Insurance; ARM designation (Associate in Risk Management)

**Experience:** 3-5 years minimum amount of prior related work experience.

**Impact of Actions:** The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.

**Complexity:** Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

**Decision Making:** Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or division objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.

### Communication

**with Others:** Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

### Managerial

**Skills:** Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

**Working Conditions/** Normal office situation May require trips to county facilities/property to assess risk. On-call status during activation of EOC.

**Physical Effort:** Typically sitting at a desk or table; Intermittently sitting, standing, stooping.

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## APPROVALS

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*Department Head:*

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_